

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**HYDROGEOLOGIST PROGRAM COORDINATOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future Hydrogeologist Program Coordinator positions located in the Department of Natural Resources. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional positions located within the Department of Natural Resources which coordinate the work of multi-disciplinary teams which have responsibility for program and policy development while having significant hydrogeologist responsibilities. Positions in this classification are responsible for participating in and recommending program planning, policy and procedure input and budget development within their respective program area as well as providing advanced scientific expertise.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Supervisory and management positions as defined in 111.81 (13) and (19) Wis. Stats.
2. Positions which are, for a majority of the time, engaged in hydrogeologist work which are properly identified by the existing Hydrogeologist classification specification.
3. Positions which are, for a majority of the time, engaged in coordinative work which does not require advanced hydrogeologist work responsibilities and expertise.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## **II. DEFINITIONS**

### **HYDROGEOLOGIST PROGRAM COORDINATOR**

This classification identifies positions in the Department of Natural Resources which are responsible for coordinating the work of a multi-disciplinary team involved in hydrogeology program related activities, in addition to performing hydrogeologist duties identified at the advanced level of the hydrogeologist classification. Activities performed include: involving external customers in determining program approaches; developing work plans for team initiatives; setting goals, objectives and strategies for a program in cooperation with team members and Management Teams; and functioning as a regional or department expert providing specific program knowledge relative to hydrogeology. The work is performed under the general supervision of a Section Chief or Regional Program Manager.

## **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

## **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective May 11, 1997 and announced in Bulletin CC/SC-66 to describe positions which function as a hydrogeologist program coordinator.

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